

## HOW TO LINK AN EVOUCHER ACCOUNT TO A SINGLE LOGIN PROFILE

This document is for CJA Panel Members to use to link eVoucher accounts to a Single Login Profile. Once all accounts are linked, the user can switch between accounts from within eVoucher using the Accounts menu. No more having to sign in and out of each account or to keep track of separate eVoucher usernames and passwords.

To get started the panel member should have already created a Single Login Profile and, will need to know the login/password to the account wishing to link to.

### Steps to Link a Single Login Profile to another eVoucher Account:

**Step 1.** Navigate to CJA eVoucher for the District of Maine:

[https://evadweb.ev.uscourts.gov/CJA\\_mex\\_prod/CJAeVoucher/](https://evadweb.ev.uscourts.gov/CJA_mex_prod/CJAeVoucher/)

**Step 2.** Log into eVoucher using the user's Single Login Profile credentials.

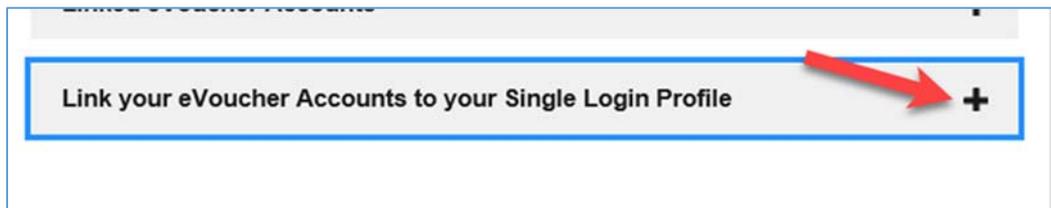
**Step 3.** Hover over the profile icon



**Step 4.** Click on **Single Login Profile**



**Step 5.** Scroll down and click the +/- icon to expand the Link your eVoucher Accounts to your Single Login Profile section.



**Step 6.** Select the court you want to link to by clicking the **District** or the **Appellate** tab. Select the court from the drop-down list and enter the username and password for that court. **Note:** the username and password are not the same as the Single Login Profile credentials. If you need username/password help you must contact that court for assistance.

Link your eVoucher Accounts to your Single Login Profile

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

District Appellate

Court

-Select-  
Train District Court

Court login username

Court login password

Cancel Link Account

**Step 7.** Click **Link Account**.

Court

Train Circuit Court

Court login username

dattorney

Court login password

.....|

Cancel Link Account

**Step 8.** A success message will appear indicating the account is now linked.

> Help > [Single Login Profile](#)

**Link Success!**  
You have successfully linked this Circuit account to your single login profile.